

# JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102  
415-865-4272 Telecommunications Device for the Deaf Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** SENIOR CONSTRUCTION INSPECTOR

**CITY:** SAN FRANCISCO, BURBANK, or SACRAMENTO, CA

**JOB REQUISITION:** 2466

### DEPARTMENT STATEMENT

The Senior Construction Inspector position with the Office of Court Construction Management (OCCM) of the Administrative Office of the Courts (AOC), will take a lead role in performing the most complex technical inspections of contracted construction or alteration of judicial branch buildings and facilities.

### RESPONSIBILITIES

#### Lead responsibilities:

- Recommends selection, trains, plans, assigns, and evaluates the work of assigned staff and contract inspectors;
- Coordinates assigned staff and contract inspector assignments with work flow and variances such as vacations, sick leave, and over time and maintains controls on use of staff time through review of time records, work reports, and mileage claims;
- Maintains liaison with project managers regarding changes in construction schedules, conflicting work priorities, and quality and quantity of inspection services in order resolve differences and maximize effectiveness of the work of inspection staff;
- Provides training for inspection personnel in the application of building codes and standards to construction methods, procedures, and standards as they relate to plans, specifications, and work in progress.

#### Contractor/consultant management:

- Meets with contractors, court staff, and representatives of other agencies to analyze problems and recommend solutions to immediate and longer range construction issues;
- Issues inspection notices and notices of non-compliance to contractors on incorrect construction methods or materials found during inspection, conferring with contractor on plans and specifications, and issuing correction notices after contractor fails to make acceptable corrections;
- Arranges and conducts job site conferences with technical consultants, engineers, architects, and subcontractors to review project requirements and clarify or resolve any questions or problems prior to commencing work;
- Advises commissioned architects, engineers, and contractors regarding the Office of Court Construction and Management requirements and policies;
- Directs the review of contractors' progress schedules, segregation of contract costs, and requests for payment;
- Assists in negotiations with contractors on construction matters and may serve as a representative in the settlement of disputes.

#### Prepares and reviews documentation:

- Manages and coordinates preparation of inspection cost estimates and maintenance records, reviews construction records and reports to monitor quality and quantity of the work of inspection staff and initiates corrective action as necessary;
- Reads and studies project specifications, plans, and drawings to become familiar with projects prior to inspection;

- Prepares inspection reports by recording all significant construction related activities and events such as work completed, work crew on site, weather conditions, change orders, accidents, etc., providing a complete chronological and factual history of inspection on an assigned construction project;
- Reviews submitted shop drawings for any deviations from contract documents, notifying the project manager of any discrepancies found;
- Makes inspection reports on the quality of materials and workmanship entering into construction;
- Recommends, drafts, enforces, and outlines construction inspection policies and procedures as required;
- Assists in the preparation of briefs on arbitration disputes.

**Ensures adherence to requirements:**

- Performs and supervises inspections of building and facility projects, ascertaining that the quality of workmanship and materials used in all aspects of the project, such as foundations, building, electrical, plumbing, and mechanical systems conform to the contract documents, building codes, and state and federal legal requirements;
- Ensures that structural and architectural changes, including changes to the mechanical, electrical, and plumbing systems have been approved by the appropriate authority;
- Arranges, coordinates, and oversees special inspections such as structural masonry, structural steel, welding, and reinforced concrete, technical inspections such as electrical, mechanical, landscaping, soil testing, concrete and asphalt mixes, and reinforcing steel, checking test results for conformance to specification requirements;
- Inspects projects for the adequacy of construction progress;
- Participates in field determinations relative to the interpretation of contract documents, plans, and specifications;
- May approve or reject construction materials based on conformance with specifications.

*Must be available to work occasional evening and weekend hours and travel statewide as necessary.*

**QUALIFICATIONS**

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in engineering or architecture is required as well as three years of experience as a licensed California general contractor, building construction project lead/working supervisor or field superintendent, architectural/engineering project field coordinator or inspector of facility construction for compliance with building codes, plans, and specifications; qualifying experience must include one year of lead experience.

Additional experience in technical inspection may be substituted for the required education on a year-for-year basis.

Possession of a directly related postgraduate degree may substitute for one year of the required experience (but not for the year of lead experience).

**Licenses and Certificates:**

A valid California Class C Driver License is required to perform the job-essential functions of the position.

**Must possess at least one of the following:**

- Valid certification from the International Code Council (ICC) in Commercial Building Inspection.
- Valid Class 'A' Hospital Inspector certification from the Office of Statewide Health Planning and Development
- Valid certification as a Class 1, Class 2, or Class 3 General Inspector by the Division of the State Architect

- Possession of a certificate in general building construction, inspection, or code enforcement from the American Construction Inspector's Association or other similar association or regulatory governmental organization.
- Current registration as an architect or engineer (civil, structural, mechanical, or electrical).

**Professional experience should include knowledge and abilities regarding:** principles and practices of employee supervision; program budgeting, cost analysis, and fiscal management; project management; stress analysis, strength, properties, and uses of various materials in the construction and finishing of wood, steel frame, masonry, and reinforced concrete buildings; building codes, ordinances, and regulations of State and local jurisdictions; pertinent Safety Orders of the State Division of Occupational Safety and Health Labor codes and public contract codes relative to construction; State, County, and local construction ordinances, regulations, and building, labor, and safety codes; methods of mixing, placing, and curing plain and reinforced concrete; methods of testing concrete and other construction materials; methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings; supervision of a complex inspection program; detection of errors and discrepancies in plans and specifications; calculation of material quantities; records management.

Additional experience in technical inspection may be substituted for the required education on a year-for-year basis.

Possession of a directly related postgraduate degree may substitute for one year of the required experience (but not for the year of supervisory experience).

## HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers/view.htm](http://www.courtinfo.ca.gov/careers/view.htm), select job category "Facilities (architect/engineer)", and search for Job Req. #2466, Senior Construction Inspector. This position requires the submission of our official application and response to the supplemental questions attached.

## OR

To obtain a printed application, please visit:  
 Administrative Office of the Courts  
 455 Golden Gate Avenue, 7th Floor  
 San Francisco, California 94102-3688  
 415-865-4272 Telecommunications Device for the Deaf

## PAY AND BENEFITS

SALARY RANGE FOR POSITION:

**\$6,434 – \$7,819 per month San Francisco**

(Starting salary may vary between \$6,434 and \$7,077)

**\$6,254 - \$7,600 per month Burbank**

(Starting Salary may vary between \$6,254 and 6,879)

**\$6,103 - \$7,418 per month Sacramento**

(Starting salary may vary between \$6,103 and \$6,713)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program

- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Administrative Office of the Courts Is an Equal Opportunity Employer.**